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DD-5 64-4098 L  
Adm-5.7

DD/S&T 2072-64

27 JUL 1964

MEMORANDUM FOR : Deputy Director (Support)

SUBJECT : DD/S&T Telephone Requirement - Sixth Floor  
Headquarters Building

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.

2. Consistent and coincidental with the relocation of our Immediate Office to more desirable quarters on the sixth floor of this building, we have been reviewing our need for the most expedient and efficient, yet inexpensive, communications facilities. With timely cooperation from the personnel of your Telephone Section we have completed our study and submitted our requirements, but have been advised that DDS approval must be obtained for the three (3) additional Call Directors which will be needed. Currently, we have two (2). The additional equipment will be located in the A/DD/S&T's office, the A/DD/S&T's secretarial position, and the DD/S&T's remaining secretarial position. The exact locations are identified on the attached sketch of area.

3. We respectfully submit for your consideration and approval a recommendation for the installation described in the preceding paragraph.

25X1A9a

Acting Executive Officer  
Directorate of  
Science and Technology

The recommendation contained in paragraph 3 is approved, except for "the DD/S&T's remaining secretarial position." Agency policy limits Call Directors as follows: one for each Deputy

Director, one for each Assistant Deputy Director, and one for the senior secretary to a Deputy Director or Assistant Deputy Director.

Signed

3 AUG 1964

Deputy Director for Support

Date

Attachments

2 Diagrams

1 Diagram

- Director, one for each Assistant Deputy Director, and one for the senior secretary to a Deputy Director or Assistant Deputy Director.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Signed  
LKW